

SURVEY ON THE QUALITY OF THE CIVIL SERVICE APPLICANT POOL

The Department of Civil Service is conducting a survey to determine the quality of the candidates provided from our applicant pools. You can help by giving us your opinion about the candidates that you considered for your recent vacancy. This form should be completed by the hiring manager and sent to the Bureau of Human Resource Services immediately after an appointment. For purposes of this survey, **applicants** are the individuals in the applicant pool, and **candidates** are applicants who were considered further (e.g., interviewed) in the selection process beyond the résumé/application review.

HIRING AGENCY

COUNTY LOCATION

CIVIL SERVICE CLASSIFICATION OF THE VACANT POSITION

SURVEY QUESTIONS

1. How many applicants were in your pool? _____
2. Was this sufficient for your needs? ☐ Yes ☐ No If no, why not?
3. Were you satisfied with the quality of the applicants sent to you? ☐ Yes ☐ No If no, why not?
4. How well did the candidates meet the position's screening criteria?
☐ Above Average ☐ Average ☐ Below Average
5. From the applicant pool, how many candidates were considered further in the selection process? _____
6. How many candidates were offered the job, but declined? _____ Reason(s) given for declining the job offer:
7. Were the services provided by Civil Service timely? (e.g., credential review) ☐ Yes ☐ No If no, why not?

THANK YOU FOR YOUR PARTICIPATION. DO YOU HAVE ANY COMMENTS OR SUGGESTIONS FOR CIVIL SERVICE?

NAME

JOB TITLE

OFFICE TELEPHONE NUMBER (OPTIONAL)

E-MAIL ADDRESS (OPTIONAL)